

# POSITION DESCRIPTION

1. Agency PDCN N0020

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
<b>7. Fair Labor Standards Act</b> Not Applicable		<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		<b>13. Competitive Level</b>  <b>14. Agency Use</b>

15. Classified/Graded by  
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Accounting Technician	GS	0525	07	ejm	06 Sept 01

16. Organizational Title (If different from official title)

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - United States Property & Fiscal Office

c. Third Subdivision - Comptroller Division

d. Fourth Subdivision - Accounting Section

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ED MARCHETTI  
 NGB Personnel Management Specialist

Signature //Signed// Date 06 Sept 01

22. Standards Used in Classifying/Grading Position  
 US OPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:  
 Released from NGB-HR-Classification Activity, CRA 01-1030, dtd 06 Sept 01

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

This position is for a National Guard non-dual status (NDS) technician only. This position meets the criteria of the NDS Management Plan as follows: The position resides within the infrastructure and supports functions of the state National Guard; the incumbent is not subject to mobilization nor is the work described part of the military mission and the incumbent does not perform a key advisory or essential administration role that is inherently military. In addition, the position is required in the full-time (civilian) role when the organization, or similar military position, is mobilized to perform continuing post-mobilization functions; or the position requires a skill or competency that necessitates a technical expertise or professional qualification that cannot be readily found in the military structure of the state military force.

25.

DUTIES:

This position is located in the Comptroller Division of the US Property and Fiscal Office (USPFO). The purpose of the position is to perform a variety of duties in connection with the maintenance of accounts in an automated environment using a general ledger chart of accounts. The incumbent provides accounting service to the Comptroller/Financial Manager (FM), program managers, state agencies, purchasing and contracting, transportation, senior management officials, vendors, Defense Finance and Accounting Service (DFAS), and other federal agencies. The incumbent works complex issues resolving conflicts with limited guidance from supervisor.

-- Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Reviews documents to ensure they support transactions and are in accordance with DFAS regulations are charged to the applicable appropriation, and funds are available for the obligation. Reconciles subsidiary accounts with general ledger control accounts for receivables, payables, work-in-process, and property accounts.

-- Conducts joint reviews and maintenance of unliquidated obligations file and all substantiating documents. Reconciles and prepares necessary accruals for all service contracts which have been partially completed but not liquidated. Reviews trial balances and verifies them with manual data input. Locates discrepancies, determines source of error, and takes necessary corrective action.

-- Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information not otherwise readily available. Develops comparative data that explains complex relationships between accounts, time periods, and costs of various operations. Identifies significant changes and determines related causes. Provides detailed

interpretations, suggestions for action and recommendations for improvement based on the process.

-- Exercise responsibility to check mathematical accuracy, determines necessary accounting transactions, and enters or directs entry of data into a computerized system or onto required forms. Compares transactions entered to those intended correct for direct correction of erroneous entries. Reviews or directs the review of a trial balance or of critical general ledger accounts.

-- Processes and researches disbursements and balance accounts with US Treasury reports that are received from DFAS.

-- Exercise responsibility for research using automated DFAS systems and personal contacts to resolve a variety of transactions involving other operating locations (OPLOC) and agencies.

-- Responds to inquiries of a non-routine nature. Communicates various aspects of accounting in appropriate form and level of detail.

-- Ensures successful interface or connectivity between numerous computer systems and databases. Assists with the orderly extension or conversion of system changes that affect the accounting processes and assists with the testing of new procedures, policies, and systems developed to enhance the accuracy and timeliness of accounting data.

-- Applies internal control procedures to ensure timely and accurate processing of all accounting transactions. Responsible for notifying the chain of command of suspected fraud, waste and mismanagement.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position:

FL 1-4 550

-- Knowledge of an extensive body of accounting procedures and techniques to understand and work with a total accounting system covering operations which involve a large number of different programs, thus generating a variety of transactions to maintain the general ledger or summary cost accounts; to classify all types of normal transactions and recurring adjustments; to reconcile and adjust accounts; and to trace and correct discrepancies.

-- Knowledge of the computer master file to facilitate correction of detected errors and to make changes and modifications to obligations, collections, disbursements, and interfund transactions.

Factor 2 – Supervisory Controls:

FL 2-3 275

- The supervisor provides general guidance and advice, and suggests techniques for handling unusual or nonrecurring situations which have no clear precedents or which require extensive analysis and evaluation.
- The incumbent plans and carries out the established sequences of steps or techniques for most work assignments. Incumbent resolves problems and deviations on recurring assignments in accordance with oral or written instructions, policies, training, or previous exposure to accepted agency accounting practices for handling similar situations.
- The supervisor spot-checks work for technical soundness and conformity to agency policies and requirements through a review of statements and reports or by other system control mechanisms. The techniques used by the incumbent in accomplishing assignments generally are not reviewed in detail.

Factor 3 – Guidelines:

FL 3-3 275

- Incumbent uses accounting manuals, agency regulations and directives covering a variety of transactions and accounts. The reference materials often lack the specificity, or are not completely applicable to the work requiring the incumbent to rely on experience rather than the guides to accomplish the work.
- Incumbent uses judgement to reconstruct incomplete files, devises more efficient methods for accomplishing tasks, and resolves problems referred by others.

Factor 4 – Complexity:

FL 4-3 150

- Maintains and reconciles general and subsidiary accounts which are affected by a number of appropriations, allotments, and sub-allotments. The incumbent is alert to relationships of accounts affected. Makes adjustments to a variety of interrelated accounts, determines the nature of errors, and considers the appropriation, allotment, accounts affected, and type and amount of discrepancy.

Factor 5 – Scope and Effect:

FL 5-3 150

- Purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of accounting duties, tasks and assignments that are covered by the applicable regulations or reference.
- Incumbent applies conventional practices to treat a variety of problems in accounting transactions. Issues might result from insufficient information about the transaction, or a request to expedite the transaction.

-- The work affects the adequacy and efficiency of the accounting and budget sections and can affect the reliability of the work of analysts and specialists in related functions.

Factor 6 – Personal Contacts &  
Factor 7 – Purpose of Contacts:

matrix 2b 75

-- Incumbent has regular and recurring contacts with program managers, accounting and administrative personnel within the immediate organization, office, project, and in related and supported units.

-- Contacts are to consult, advise, resolve problems, exchange information, and coordinate issues related to entering and documenting information for accounting and associated interfacing systems. The purpose is to resolve differences in costs when price exceeds figures on original procurement document, or to resolve operating problems concerned with format and timely receipt of data processing documents and reports or to coordinate work flow between units in the accounting, budget, and finance offices or sections.

Factor 8 – Physical Demands:

FL 8-1 5

-- The work is primarily sedentary with some carrying of computer reports, boxes, and ledgers. There are no special demands.

Factor 9 – Work Environment:

FL 9-1 5

-- Work is usually performed in an office setting involving everyday risks or discomforts. Normal safety precautions are required.

EVALUATION STATEMENT

- A. Title, Series and Grade: Accounting Technician, GS-0525-07.
- B. References: USOPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997.
- C. Background: This position was reevaluated as the result of the implementation of the new JFS 0500 Classification Standard and the restructure of the organization.
- D. Series, Title and Grade Determination:
1. Series: The incumbent performs accounts maintenance; clerical, and technical support work that requires a basic understanding of accounting systems, policies, and procedures. This work is properly allocated to the Accounting Technician, GS-0525 series.
  2. Title: The authorized title for non-supervisory positions in grade GS-04 and above is Accounting Technician.
  3. Grade: See the attached FES Position Evaluation Statement.
- E. Conclusion: Based on the above evaluation, this position is classified as Accounting Technician, GS-0525-07.

CLASSIFIER: Ed Marchetti

NGB Personnel Management Specialist

DATE: 06 Sept 01

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>	<b>REMARKS</b>
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-2	75	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
<b>TOTAL POINTS ASSIGNED:</b>		1400	<b>GRADE: GS-07</b>

**FINAL CLASSIFICATION: Accounting Technician, GS-0525-07.**

CLASSIFIER: Ed Marchetti NGB Personnel Management Specialist DATE: 06 Sept 01